

**PORT OF BENTON
SPECIAL COMMISSION MEETING MINUTES
October 30, 2019**

- A. CALL TO ORDER:** The Special Commission Meeting was called to order at 8:30 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington. Present were Commissioners Jane F. Hagarty, Roy D. Keck and Robert D. Larson. Staff members present included Port Counsel, David Biletdeaux, Interim Executive Director, Diahann Howard, PPM®; Director of Finance, Stuart Dezember, CPA, PPM®, Deputy Auditor, Kitty Thomas, Accounting Assistant, Veronica Serna, Director of Real Estate, Teresa Hancock, Director of Special Projects, John Haakenson and Administrative Assistant, Kelly Thompson. Also present were William O’Neil and Clif Dyer.
- B. PLEDGE OF ALLEGIANCE:** Robert Larson led those present in reciting the Pledge of Allegiance.
- C. DISCUSSION ITEMS:** The Director of Finance opened discussion with a recap of the year to date, September 2019 budget including projects and an outline for the workshop. He also gave the Commission, staff and public a copy of the 2019 budget recap, proposed budget for 2020 and proposed marketing plan for 2020.

1. 2019 BUDGET UPDATE: The Director of Finance updated the Commission on the Port’s expenses through September 30, 2019. He overviewed page by page the actual expenses and income of the Port.

2. 2020 DRAFT BUDGET: The Director of Finance reviewed the proposed draft budget for 2020 which includes all the Port’s expected expenditures, site by site; including capital projects, new construction, Port salaries and port-wide maintenance needs for the upcoming year.

3. OTHER ITEMS NECESSARY (RESULTING FROM BUDGET DISCUSSION): The Commission directed staff to continue to balance assets with budgeting expenses and that any capital dollars received will be reinvested into the Port’s assets, directly benefiting the taxpayers of the Port’s district. The Port’s tax levy will be approximately .359 cents per \$1,000. The Interim Executive Director advised the recently acquired 1,341 acres and the plan for the future of the property will be developed through a close partnership with the City of Richland and the site will begin to be ready in 2021 for identification and recruitment of possible users.

Commissioner Keck asked if the Richland Airport tenants and hangar owners were following compliance for their leases. The Director of Special Projects and the Director of Real Estate stated it was closely monitored by the Federal Aviation Administration, and yearly inspections were performed. The FAA does not mind the long-term leases (some up to 50 years). New leases are for a shorter amount of time with built in increases that reflect the fair market value of the property.

The 2020 Marketing Plan was reviewed, showing expenses of 2019 Port sponsored events were discussed. Commissioner Keck pointed out that the Wings and Wheels Event was \$16,000 and that was substantially more than other events. Commissioner Jane Hagarty directed staff to identify partners for the future event.

4. PRIORITIZE PROJECTS: The Port anticipates their 2020 priorities to be the completion of the Richland Innovation Center (RIC) plat; the continued maintenance of Crow Butte Park and the Railroad as well as continued staff training and the development of a strategic plan.

Commissioner Keck asked if the public had any comment. There were none.

A public hearing will be held at the regularly scheduled Commission Meeting, November 13, 2019, at 8:30 a.m. to receive public comment regarding the 2020 proposed budget.

D. ADJOURNMENT: With no further business, the Special Commission meeting was adjourned at 11:43 a.m.

Robert D. Larson,
Commission Secretary